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ABSTRACT

This fifth annual report describes activities of Colorado's Statewide system of services and supports in compliance with Part H of the Individuals with Disabilities Education Act (IDEA). The report notes an increasing emphasis on the following: values-oriented planning with extensive family involvement, interagency coordination, coordinated financing of services, identification and use of natural supports, and development of community based services and supports. Activities are reported by specific legislative requirement, including: (1) state definition of developmental delay; (2) central directory; (3) timetable for serving all eligible children; (4) public awareness program; (5) comprehensive Child Find system; (6) evaluation and assessment; (7) Individualized Family Service Plans; (8) comprehensive system of personnel development; (9) personnel standards; (10) procedural safeguards; (11) supervision and monitoring of programs; (12) responsibilities of lead agency; and (13) data collection. Also covered are sources of support, interagency agreements, and use of Part H Year V funds. Appendices include organizational and activity graphics, a list of current sources of financing, a Colorado interagency memorandum concerning Part H implementation, graphics illustrating the statewide support system and the functions and structure of Part H, and the community application packet. (DB)

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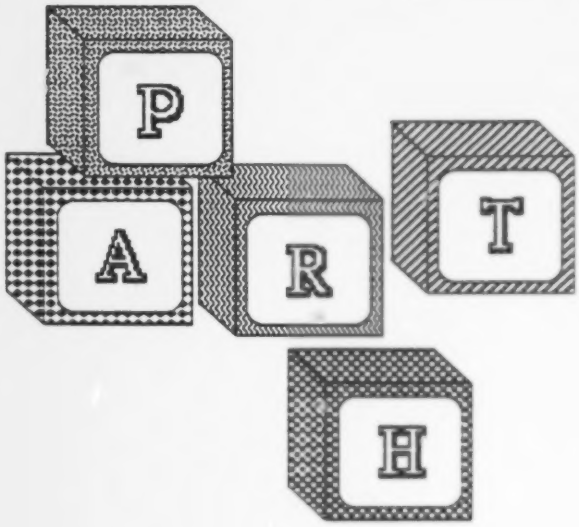

Annual Performance Report

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Part H of the Individuals with Disabilities Education Act (IDEA) for Infants, Toddlers, and Their Families

Year V (1991-1993)

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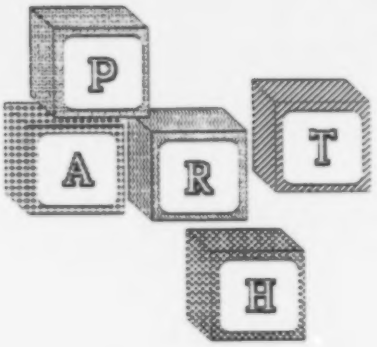

Annual Performance Report

Part H of the Individuals with Disabilities Education Act (IDEA) for Infants, Toddlers, and Their Families

Year V (1991-1993)

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January 1993

Annual Performance Report
Part H for Infants, Toddlers, and Their Families
Year V (1991-1993)
Individuals with Disabilities Education Act (IDEA)

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Colorado State Board of Education
Seated January 1993

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DESCRIPTION OF ACTIVITIES

RELATED TO COMPONENTS OF

COLORADO'S STATEWIDE SYSTEM OF SERVICES AND SUPPORTS

Colorado received the Year V Part H grant in July of 1992 following a great deal of preparatory work to ensure that all of the Year V requirements would be met. This report, therefore, represents progress after approximately six months of Year V funding. Much of the status content of this report is similar to the report of Year IV. During Year V of participation in Part H of the Individuals with Disabilities Education Act (IDEA), the Colorado Interagency Coordinating Council (CICC) continued to provide leadership for Colorado's numerous initiatives to improve and coordinate services for infants and toddlers with disabilities and their families. Spurred by the strong values and policy statements that have been adopted by the CICC and all relevant state agencies, Colorado is shifting its service delivery system to one that encompasses -- at both the state and local levels -- the following attributes:

* values-oriented planning with extensive family involvement;
* interagency coordination and cooperation;
* coordinated financing for needed services;
* identification and use of natural supports; and
* development of community-based networks of family-friendly services and supports.

The Colorado Interagency Coordinating Council (CICC) conducts full day open meetings of the entire council on a bimonthly basis between October and May. In September the CICC holds a two-day planning retreat at which time the major priorities for the year are established. During the period covered by this report, in addition to the September retreat, the CICC met in October, November and January.

Smaller groups of council members, organized as Technical Assistance Groups (TAGS), Think Tanks, and Subcommittees, met regularly to work out many of the complex details related to Colorado's participation in Part H. Subgroups reported regularly in writing and in person to the CICC, which acted on their recommendations at the bimonthly meetings of the full council. The current TAGs include: Personnel Preparation, Community Development, Public Awareness and Family Support. The subcommittees are Finance and Legislative/Policy. An Evaluation TAG is in the process of being developed. A graphic depiction of the subcommittee and support project structure for Part H implementation is shown in Appendix D.

To expedite rapid decision-making and coordination with other state efforts, an Executive Committee, comprising the two co-chairs and four elected members of the Council, met at least biweekly by telephone conference call or in person to act on behalf of the Council. The current members of the Executive Committee are Barbara Buswell, Boyce Drummond, Lucy Miller, Ed Goldson, Ellie Valdez-Honeyman and Barbara Stutsman. The Part H Coordinator, April Block, meets with the Executive Committee.

Staff changes at the Lead Agency during the Year V funding period included the resignation of Dianne Garner, who had served as Part H Coordinator since Colorado's initial participation in Part H in 1987, and the appointment of April Block as the new Part H Coordinator. Two additional half-time positions were established at the Lead Agency in support of the Part H program. Sandra Petersen was hired as Technical Assistance Coordinator and Denise Chelius was promoted to the position of Staff Assistant. Both of these positions are shared with the state's Section 619, Preschool, program which helps to continue to assure coordination between these two programs.

Major accomplishments during Year V include the following:

- A Community Capacity Building program has been established with fiscal allocations being made to each of 15 Colorado counties (or county clusters) that represent, according to state census data, approximately 92% of Colorado's infant and toddler population. These funding allocations were made on a census formula basis (similar to the current federal formula for Part H funding). Community grant applications were submitted by local interagency coordinating councils and addressed all of the Year V Part H program requirements. A copy of the community application packet is in Appendix E.

- To facilitate progress of the Community Capacity Building Projects a state-wide technical assistance system has been established through a contract with a local private, non-profit agency (Community Resource Center). Under this contract a number of Community Liaisons have been hired and are assigned to each local community one day per week to provide on-going information, facilitation and technical assistance.

- In order to assure that all components of the Part H program are extended to infants and toddlers living in rural areas of the state (those counties representing approximately 8% of the state's population that are not covered by the Community Capacity Building grants), the Lead Agency has contracted with the State Department of Health to establish a Rural County Project, in coordination with the state's Maternal and Child Health Block Grant and Handicapped Children's Program, to enhance and augment existing local resources to meet the needs of eligible infants and toddlers.

- Monitoring has been continued through the Community Infant Services Review (CISR), a comprehensive interagency on-site review process that uses personal interviews, focus groups and record reviews as strategies for gathering information about local service capacity and assisting communities in developing coherent plans for development and improvement. The CISR had been piloted as a grant from the Lead Agency to a private organization over the past three years and has now been established as an on-going contract for service.

- State-wide data collection, including technical assistance to local entities around their own self-evaluation, was conducted through another project, Colorado's Technical Assistance for System Change (C-TASC). This was also a pilot project in previous years which, in Year V, was established as a contract with the University of Colorado.

- An Evaluation Think Tank was established following the September retreat, reflecting one of the CICC's highest priorities which is to create an overall plan for evaluating the effectiveness of the Part H program in Colorado and of discrete components of the program.

- A training videotape was developed to provide information to parents, service providers and program administrators regarding the procedural safeguards aspects of Part H.

- A training videotape was developed to provide information to families and to social services technicians about developmental screening, in order to encourage early referrals of infants and toddlers who may be eligible for Part H services.

- A state-wide parent "help-line" was established, in cooperation with several other agencies, as a part of a broad media campaign to acquaint families with all of the state resources that may be available, including Part H services and supports.

- A Governor's appointed task force on "Early Childhood Professional Standards" developed a series of recommendations to establish increased skill and continuity among early childhood care and education professionals. The Governor has also directed all of the relevant state agencies to cooperate in implementing these requirements. The implementation of these recommendations will have a significant impact on the quality of professional intervention for infants and toddlers eligible under Part H.

- The Lead Agency awarded funding for nine innovation projects under a grant competition made available to a variety of agencies state wide. Thirty-nine applications were submitted for a total of $200,000 of available funds. All applicants were required to address the underlying "values" of Colorado's Part H

program; to demonstrate creative, innovate ways to meet the needs of the eligible population that could be replicated in other sites; and to evaluate their efforts.

The on-going development of the Part H system, and specific accomplishments addressed in Year V, are summarized below in relationship to the required components.

1. STATE DEFINITION OF DEVELOPMENTAL DELAY (303.300)

Colorado has had a definition of developmental delay and eligibility criteria for services and supports that has remained unchanged since approved in the ear III application. Because the CICC recognizes the need to investigate populations of children who may be *at risk* for developmental delay, the Lead Agency has been authorized to conduct studies for use in periodic reviews of the definition and eligibility criteria. Two such reports have been commissioned by the CICC in previous years which provided guidance to the CICC in preparing for full implementation of Part H.

On January 1, 1993 the State Department of Institutions, Division for Developmental Disabilities, adopted the state's Part H definition for determining eligibility for infants and toddlers through the state funded developmental disability program. This was done under the *Rules* for the administration of the state statute which governs services for persons with developmental disabilities and which was reauthorized by the State General Assembly during the 1992 session. This adoption of the Part H infant/toddler definition is a reflection of the state's continued commitment to the development of a coordinated and comprehensive service system.

2. CENTRAL DIRECTORY (303.301)

An on-going and frequently updated central resource (*Colorado Early Childhood Resource Directory*) was developed by the CICC and lead agency as the Central Directory of Family Supports for Colorado. Maintained as a computer data base by Disability Information and Referral Service (DIRS), it is only printed in hard copy annually. In addition, during Year V the lead agency participated in the development of the "4 Parents Helpline" which is a broad-based data bank of resources and information about parenting for all families in Colorado. This directory serves as a first line of contact for all families and links with DIRS for more in-depth and specialized resources.

3. TIMETABLE FOR SERVING ALL ELIGIBLE CHILDREN (303.302)

The CICC and Colorado Department of Education assure that all eligible children will be served by a coordinated, interagency statewide system of services and supports. Services include multi-disciplinary assessment, service coordination, IFSP development and procedural safeguards. Services and supports identified on the IFSP are provided with a sliding fee scale in some instances.

4. PUBLIC AWARENESS PROGRAM (303.320)

An intensive public awareness campaign has continued with many activities coordinated with various other initiatives in the state. A diagram of Lead Agency Early Childhood Initiatives and a second diagram showing linkage between the Lead Agency and other agencies and the Governor's Office are presented in Appendix A. Specific public awareness activities included:

- Partial support for a "birthday card" that the Governor sends to the parents of every newborn baby which includes information about how to initiate a referral for Part H services.

- Participation in the Governor's Commission on Children and Families which is addressing comprehensively the needs of families in Colorado. The involvement of CICC members assures that families of infants and toddlers with developmental delay are addressed in the overall planning scheme.

- Publication of two periodicals that are distributed statewide on a quarterly basis: *Baby Care Special*, which is a newsletter distributed to child care providers, and *The Facilitator*, which is distributed to early intervention professionals and parents.

- Distribution of two training videotapes previously developed: *Taking Charge: Family Centered Case Management* and *Creating a Vision: The IFSP*.

- Distribution of a previously published Part H report: *Journey to a Desirable Future*.

- Presentations were made at several state and national conferences, including *Partners in Progress IV* in August, 1992.

5. COMPREHENSIVE CHILD FIND SYSTEM (303.321)

The child identification system developed for Colorado under IDEA is a proactive, on-going, and easily accessible process that is sensitive to the integrity of the family. It is a collaborative, community-based, family-directed, interagency effort to locate, evaluate, and identify infants and toddlers with special needs and to assist families in accessing community resources and early intervention services and supports. Child identification was focused at the local community level and most local interagency councils continued to develop coordinated child identification efforts as one of their major priorities. This included shared public awareness and marketing activities and shared screening clinics.

6. EVALUATION AND ASSESSMENT (303.322)

The Lead Agency (Colorado Department of Education) ensures the availability of a timely, comprehensive, multi-disciplinary evaluation of: (1) the capacity (strengths and needs) of each infant and toddler who may be eligible for Part H services as determined by the State definition, and (2) the resources and priorities of their families. The Lead Agency ensures that the evaluation and assessment process are implemented by all affected public agencies that provide early intervention services in Colorado.

The diagnostic evaluation determines eligibility of the infant/toddler for services and supports. Program assessment determines: the functioning of the infant/toddler in terms of his or her specific capacities, the strengths and needs of families, and the necessary assistance for planning interventions and supports. The diagnostic evaluation and program assessment process respects the unique developmental nature and characteristics of the infant, includes the active participation of parents and other significant caregivers, is sensitive to cultural and ethnic differences, and uses appropriate assessment procedures and instruments.

7. INDIVIDUALIZED FAMILY SERVICE PLANS (IFSPs)

The Lead Agency (CDE) and the CICC assure that policies and procedures regarding IFSPs have been disseminated throughout the state. The very successful training video (*Creating A Vision: The IFSP*) has been distributed widely to spread the family-centered values of the CICC, to educate service providers, and to encourage and empower families.

The IFSP has been defined in Colorado as a process for assisting a family in developing a written plan for providing early intervention services and supports to a child eligible under Part H and the child's family. The purpose of the IFSP process is to identify and organize the formal and informal community resources that can facilitate achievement of a family's goals for their child and themselves. The IFSP

process is designed to be flexible, family-focused and non-intrusive to families. The IFSP process reflects a variety of services for the family and supports, enables, and empowers families to use appropriate local community resources.

At the CICC planning retreat in September, 1992, the Council established as a priority the study and evaluation of mechanisms, through the IFSP process, of providing funding directly to families to address identified needs. The study will be implemented over the next year as a means for developing increased flexibility with accountability under the IFSP portion of the Part H program.

8. COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT (303.360)

The Colorado Interagency Coordinating Council believes that personnel preparation policies, procedures, and standards should be based on content and methodologies that reflect the underlying values of a family-focused, community based, interagency and interdisciplinary system of services and supports for infants and toddlers and their families. Pre-service training and in-service training practices must be relevant and competency based and must address personnel needs at multiple training levels.

- The CICC supported a collaborative interdisciplinary, inter-University Summer Training Institute in July, 1992, to provide a combined pre-service and in-service training opportunity for "teams" (including parents) from a number of both urban and rural Colorado communities. The focus of the Summer Institute was "Collaboration and Teaming" as a strategy for achieving family-centered early intervention services.

- The CICC continued to support *Partners in Leadership*, collaboratively with the State Developmental Disability Planning Council, to provide an intensive leadership training experience for parents of infants and toddlers with disabilities alongside adult self-advocates.

- A position of Training and Technical Assistance Coordinator was created at the lead agency in order to focus and coordinate both pre-service and in-service training activities.

- The lead agency worked with the federally funded Faculty Institute for Training to undertake a comprehensive assessment of higher education personnel and service provider training needs and to begin to develop a "catalog" of resources for higher education representing all of the professional disciplines addressed in Part H.

- In-service training was provided at the local level to meet needs identified by individual communities. All training maintained an interdisciplinary and interagency approach.

- A state-wide conference for parents and service providers (the annual *Alphabet Conference*) was supported by the lead agency and the CICC in January, 1993, in collaboration with the state chapter of the Division of Early Childhood (DEC), Council for Exceptional Children (CEC).

- The Personnel Preparation Technical Assistance Group met on a monthly basis to continue planning toward a comprehensive system of personnel development.

9. PERSONNEL STANDARDS (303.361)

A major activity in the area of Personnel Standards for Year V has been the participation of CICC members and lead agency staff in the Early Childhood Personnel Standards Task Force, appointed by the Governor of Colorado to establish recommendations for broad based standards for all personnel involved in early childhood care and education, including those professionals providing specialized services to infants and toddlers eligible under Part H. The involvement of the CICC in this process will help to assure that all early childhood professionals will have increased knowledge and skills regarding infants and toddlers with developmental delays and their families. The recommendations of this Task Force will be addressed by not only the lead agency but by all other state agencies providing services to the Part H population.

10. PROCEDURAL SAFEGUARDS (subpart E)

The Lead Agency for Part H (CDE) ensures that there exists:

- Effective implementation of safeguards by each public agency that is involved in the provision of early intervention services under Part H

- Effective implementation through interagency agreements, training, and interagency monitoring

The CICC has developed a training videotape on Procedural Safeguards for family members and for early childhood service providers and administrators to increase their understanding of the essential elements of procedural safeguards under Part H. The videotape has just been completed and will be disseminated, through a comprehensive training initiative, in subsequent years.

In October, 1992, the lead agency conducted training for skilled mediators on the legislative intent and the statutory and regulatory elements of Part H of IDEA. The purpose was to create a pool of informed and skilled mediators who will be available to assist in the resolution of disputes about individual children and to

provide a less intrusive and less onerous process for families to access when they may be in disagreement with professionals or with agencies about any aspect of identification or service delivery for their infants or toddlers regarding the Part H system. The lead agency has established a process for assigning a mediator, when requested, to facilitate the resolution of disputes and has designated funds to reimburse these trained mediators for assigned services. Under the established procedures mediation is a voluntary process and, in all cases, parents will be informed of their right to seek administrative remedy for disputes.

11. SUPERVISION AND MONITORING OF PROGRAMS (303.501)

The Colorado Department of Education adopts and uses proper methods of administering each program, including: (1) monitoring of agencies, institutions, and organizations receiving Part H funds, (2) enforcing any obligations imposed on those agencies under Part H of the Act and these regulations, (3) providing technical assistance to those agencies, institutions, organizations, and (4) correcting deficiencies that are identified through monitoring.

As the Lead Agency designated by the Governor to coordinate the State's planning and implementation of the Part H program, the Colorado Department of Education has developed an innovative strategy to address the complex nature of monitoring requirements, the Community Infant Services Review (CISR). The CISR involves a peer consultation model that addresses an entire community's responses to meeting the needs of eligible infants and toddlers and their families, rather than pursuing a single agency focus.

In just the past seven months, since Colorado has received the Year V grant award, the CISR has been conducted in four communities, which, in addition to the seven communities previously visited through this process, represent over 75 percent of Colorado's population. The CISR process does the following:

- Provides a monitoring tool for the CICC and Lead Agency regarding the status and quality of a community's interagency efforts toward implementing Part H
- Stimulates the opportunity for positive change in communities which have experienced a CISR
- Stimulates an increase in local interagency activity, even prior to the actual CISR
- Provides a forum for families to communicate their experiences and expectations of their community's infant services system (through the parent focus groups)

- Models parent/professional partnerships to the host community and to members of the evaluation team because the CISR team is composed of parents and professionals from outside the targeted community

- Promotes sharing of ideas and strategies among communities because the CISR team comes from a community other than the host community

- Exposes many professionals to the values of the CICC by involving them for the first time in Part H activities

- Increases parental involvement and empowerment because the project coordinators and community coordinators are parents

Supervision has also occurred through the C-TASC contract (Colorado's Technical Assistance for Systems Change) which has supervised data collection in a number of domains, including assistance to the lead agency in meeting the federal reporting requirements. C-TASC has provided a framework for local communities to self-evaluate their developmental progress along a number of dimensions of interagency functioning. This self-evaluation framework has provided clear guidance to communities under the Community Capacity Building initiative.

12. RESPONSIBILITIES OF LEAD AGENCY (subpart F)

Administrative responsibilities of the lead agency included developing procedures for: (1) resolving complaints, (2) providing payment for services to eligible children and their families, (3) resolving individual disputes, (4) developing interagency agreements, and (5) contracting or arranging for services.

The lead agency has an established procedure for the resolution of complaints. The first level of this process is informal discussion and negotiation with lead agency staff and contractors; to date, no further level of complaint resolution has been required. Funding, which may be used for the provision of direct services, is being provided on a formula basis to counties across the state (and to the State Health Department for the most sparsely populated areas of the state). This funding is provided with the understanding that Part H dollars are to be used as the payor of last resort for direct services once all other sources of revenue have been exhausted. The lead agency plays a significant role in the development and maintenance of interagency agreements both at the formal level (i.e., the written Memorandum of Understanding between agencies) and through on-going collaborative activities. As an example, in January, 1993, lead agency staff conducted "joint bidders conferences" with staff from the Governor's office and with staff representing the federal Child Care Block Grant Program and the federal Even Start Program in order to assist local representatives in developing community-based collaborative initiatives. The lead

agency contracts for a wide range of tasks, including the current monitoring process, technical assistance to facilitate community capacity building, coordination of services in rural areas and data collection.

These procedures have been developed and are being evaluated and revised as they are implemented in Colorado.

13. DATA COLLECTION (303.540)

The Colorado Department of Education assures that procedures have been established within the state for compiling data about the statewide system of services and supports, including processes for: (1) collecting data from various agencies and (2) analyzing data to enhance development and implementation of the Colorado Infants and Toddlers Program.

Specifically, Colorado has developed, with help from consultant Robert Sheehan, a method for extracting previously computerized information from diverse computer systems within and across human service agencies to generate an unduplicated count of children and families receiving services under Part H. In such a "front-end" system, the extracted data are standardized, reduced in quantity of records and quantity of data elements to those with Part H relevance, and put into one common reporting system. Key elements of this system are: (1) the generation of a common code for identifying duplicate records of service recipients (children) within and between agencies and (2) the ability to extract (and aggregate) relevant information from each of the duplicated records before generating a single record per child.

The following agencies contributed data to this front-end system:

1. Colorado Department of Health, Division of Family and Community Health Services
2. Colorado Department of Social Services, Information Resource Management Division
3. Colorado Department of Institutions, Division for Developmental Disabilities
4. Colorado Department of Education
5. Private agencies using Co-Track
6. Private agencies using paper records

SOURCES OF FISCAL AND OTHER SUPPORT FOR THE EARLY INTERVENTION SYSTEM OF SERVICES

The Part H system in Colorado is funded through a complex combination of federal, state, local, third party and individual sources. The state Department of Institutions, Division for Developmental Disabilities, has specifically earmarked funding for services to infants and toddlers with developmental disabilities; these eligible

children are currently consistent with the CICC's definition of developmental delay. The funds appropriated under this state program are distributed proportionately across the state. The State Department of Health administers the federal Maternal and Child Health Block Grant, a portion of which is designated for children with disabilities. The CICC has supported a variety of on-going efforts to facilitate utilization of the state Medicaid and EPSDT programs. During Year V Colorado was accepted as a participant in a federal grant funded through the Human Services Research Institute (HSRI) which will allow us to focus on one community in Colorado (Ft. Collins) in order to understand the potential of a number of different federal funding streams that may solidify the state' funding base for Part H.

Attached as Appendix B is a list of *Current Sources of Financing to Meet Part H Requirements* that includes programs funded or administered by the four participating state Departments (Education, Institutions, Health, and Social Services) as well federal grants that support programs at universities, hospitals, and parent centers; local and private contributions; and sliding fee scales and third party insurance coverage.

INTERAGENCY AGREEMENTS

A mutual goal of the four Departments involved in the Part H system (Education, Health, Institutions, and Social Services) has been to develop and implement an appropriate statewide, comprehensive, coordinated system of early intervention services and supports for all eligible infants and toddlers from birth through two years of age with developmental delays or at-risk as defined by the CICC. The commitment to this goal is evidenced by the acceptance of funds in the Part H Federal Grant program.

In April, 1992, all four Departments signed a memorandum entitled "Memorandum of Understanding Among the Colorado Departments of Health, Institutions, Social Services, and Education for the Implementation in Colorado of Part H of the Individuals with Disabilities Education Act" (see copy of this signed agreement, attached as Appendix C). This document continues to support, and provide credence to, the collaborative efforts among staff of those agencies.

DESCRIPTION OF USE OF PART H YEAR V FUNDS

There were no significant departures from the Budget submitted with the Year V application. Expenditures were as follows:

System Change Functions $1,100,000
- Community Capacity Building Grants
- Rural Response Contract

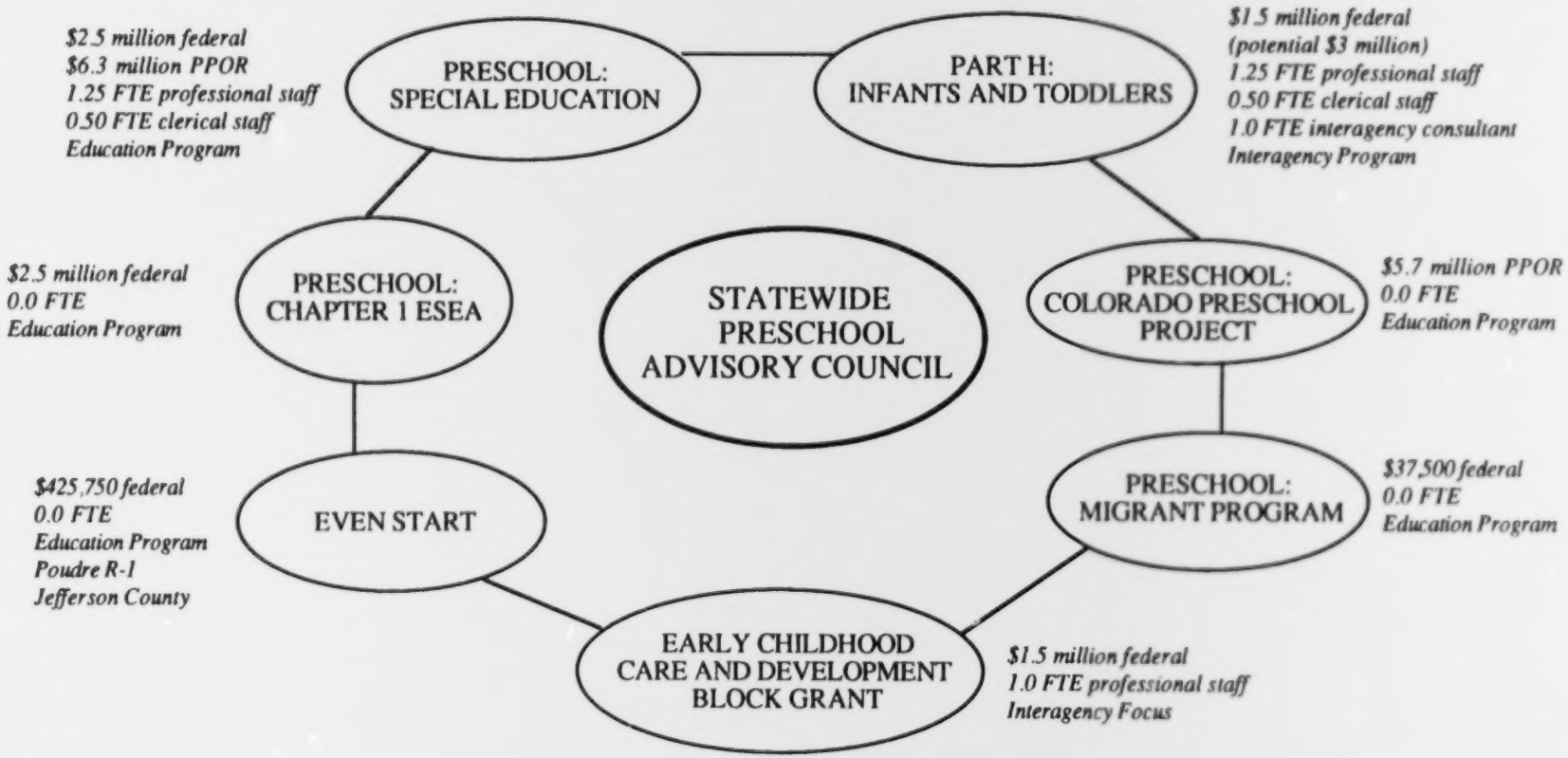
Support Functions $500,000
- CISR contract
- Community Liaison contract
- C-TASC contract
- Personnel Preparation
- Other projects

Program Administration $450,000
- Salaries
- CICC expenses
- Staff Travel
- Committee expenses
- Operations

(These figures are approximate because funds that have been encumbered have not yet all been spent. Spending authority for the Year V grant extends until 9/30/93.)

APPENDIX A

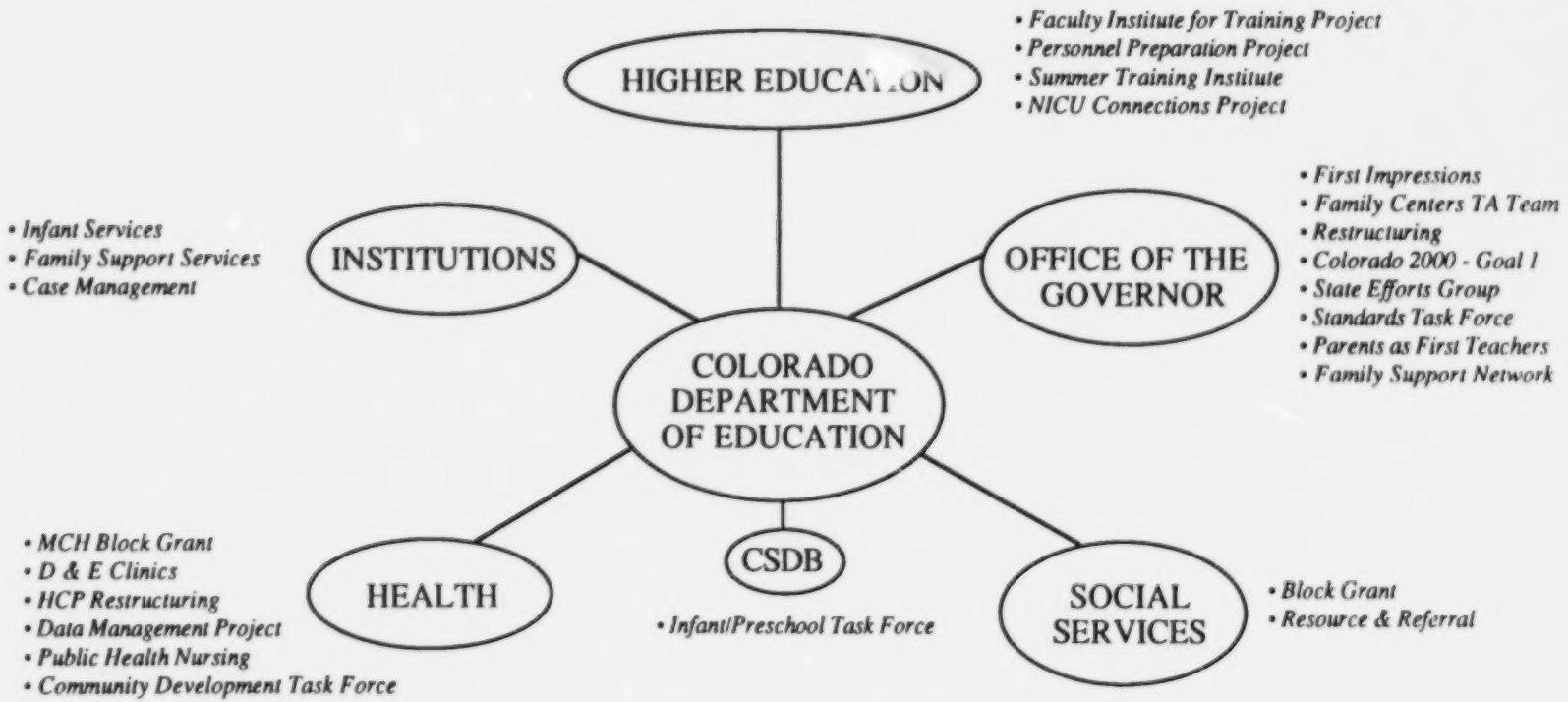
CDE
EARLY CHILDHOOD INITIATIVES



TOTALS

DOLLARS: STATE $12.0 MILLION STAFF: 5.5 FEDERAL
FEDERAL .85 MILLION
$20.5 MILLION

EXTERNAL
EARLY CHILDHOOD INITIATIVES



APPENDIX B

CURRENT SOURCES OF FINANCING TO MEET PART H REQUIREMENTS

I. DEPARTMENT OF EDUCATION

Part H allocation for 1990
Part H allocation for 1991 and 1992

Chapter 1 Handicapped

Child Find under P.L. 94-142
D & E clinics under P.L. 99-457
HCP Health Dept under P.L. 99-457

II. DEPARTMENT OF INSTITUTIONS

CRS 2710.5 allocation for infant services
Family Resource allocation for infants

Current allocation for preschool that will be unobligated after FY 1991

III. DEPARTMENT OF HEALTH
(combination of federal MCH Block Grant and state funds)

Well Child Clinics
Handicapped Children's Program
D & E Clinics

IV. DEPARTMENT OF SOCIAL SERVICES

EPSDT/Medicaid
Child Care Block Grant

V. OTHER FEDERAL GRANTS

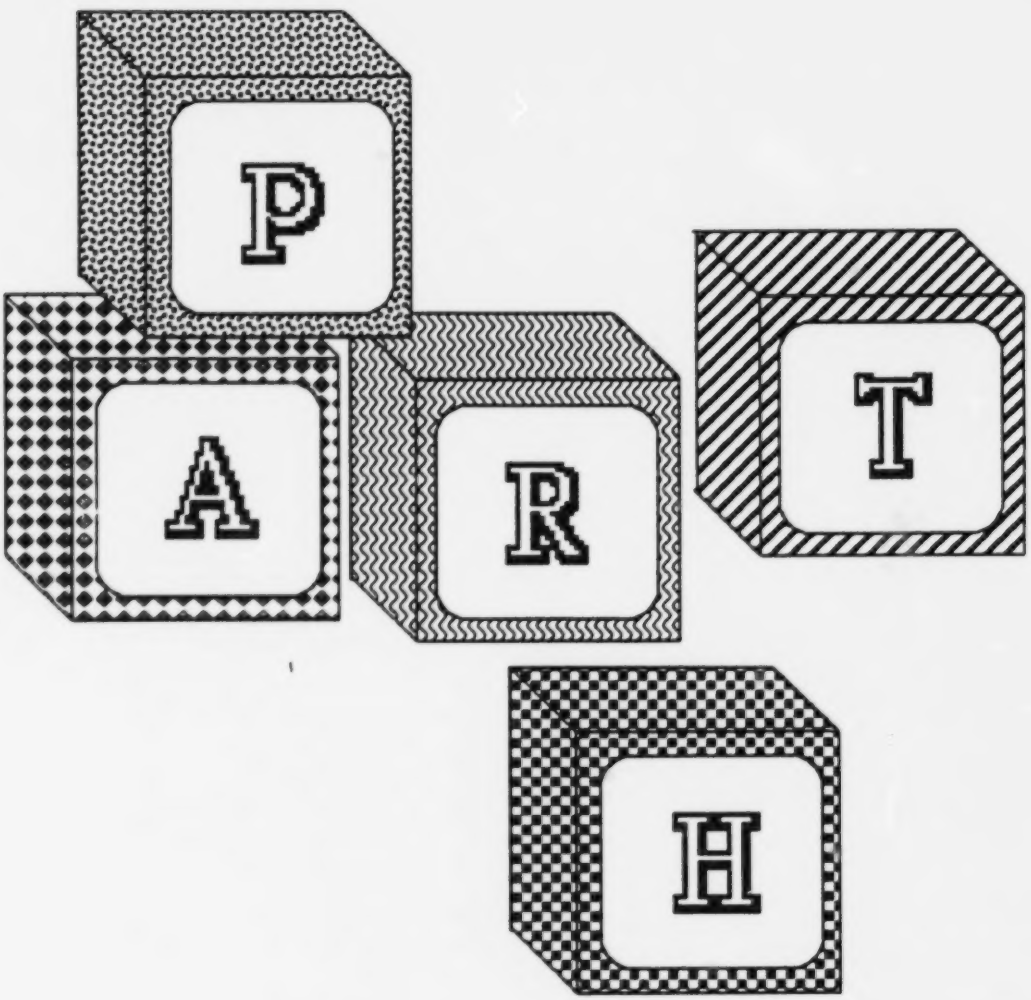
Personnel Preparation: UCD, DU, UNC and JFK
Child Care and early intervention: JFK
Parent training: PEAK Parent Center

VI. LOCAL AND PRIVATE CONTRIBUTIONS

VII. SLIDING FEE SCALE AND THIRD PARTY INSURANCE

APPENDIX C

MEMORANDUM OF UNDERSTANDING AMONG the COLORADO DEPARTMENTS OF HEALTH, INSTITUTIONS, SOCIAL SERVICES, AND EDUCATION for the IMPLEMENTATION in COLORADO of PART H of the INDIVIDUALS WITH DISABILITIES EDUCATION ACT



MEMORANDUM OF UNDERSTANDING
AMONG the COLORADO DEPARTMENTS OF HEALTH, INSTITUTIONS, SOCIAL SERVICES, AND EDUCATION for the IMPLEMENTATION in COLORADO of PART H of the INDIVIDUALS WITH DISABILITIES EDUCATION ACT

I. STATEMENT OF COMMON PURPOSE

This Agreement among the Colorado Departments of Health, Institutions, Social Services and Education relates to the implementation of Part H of the Individuals with Disabilities Education Act (IDEA) in Colorado.

It is the mutual goal of the agencies to develop and implement an appropriate statewide, comprehensive, coordinated system of early intervention services and supports for all eligible infants and toddlers from birth through two years of age with developmental delays or at-risk as defined by the Colorado Interagency Coordinating Council. In keeping with the intent and requirements of the law, this agreement documents interagency coordination and collaboration under the administrative leadership of the Departments involved.

State departments have authority to manage service delivery through contracts, grants, policies and procedures, or regulations. It is the intent of this Agreement to assure the following:

A. The development of an interactive, cooperative relationship at the State level to minimize duplication of services and supports and to assist local communities to develop cooperative relationships which result in effective and efficient services and supports for eligible infants, toddlers and their families.

B. Cooperative fiscal planning will maximize utilization of available funds in providing services and supports to the eligible population of infants and toddlers with developmental delays and their families.

II. AUTHORITY FOR AGREEMENT

Colorado is committed to developing and implementing a coordinated, comprehensive, interagency service and support delivery system for all eligible infants and toddlers with developmental delays. This commitment is evidenced by the acceptance of funds in the Part H Federal Grant Program. In 1987, Governor Romer appointed the Colorado Department of Education as the lead agency to administer the Part H program at the State level and appointed members to an Interagency Coordinating Council (ICC) to advise and assist the lead agency in the provision of early intervention services and supports.

Federal law and regulations require cooperation between State departments responsible for the administration and/or supervision of both Title V and Title XIX of the Social Security Act. As a condition of receiving federal funds under Part H of the Individuals with Disabilities Education Act (IDEA), States were directed to ensure cooperation among Departments involved in delivering services and supports to infants and toddlers with developmental delays and their families.

The responsibilities and objectives delineated in this agreement are referenced and supported in the following federal legislative statutes:

- Public Law 102-119: Individual with Disabilities Education Act addresses special education and related services for children with disabilities. In addition, Public Law 100-297, Chapter I, funding for Handicapped Children Served in State-Operated and State-Supported Programs, is administered through the Colorado Department of Education.

- Part H: Amendments to Individual with Disabilities Act charges States to develop and implement a comprehensive, coordinated, interagency system of services and supports for infants and toddlers with developmental delays and children at-risk for developmental delays as determined by the ICC and their families to ensure cooperation among departments.

- Public Law 101-476: Developmental Disabilities Assistance and Bill of Rights Act Amendments of 1987.

- Title XIX of the Social Security Act (grants to states for Medical Assistance Programs), Section 1902 (a) (11) (A) provides for the entering into cooperative arrangements with the State departments responsible for administering and/or supervising the administration of services to ensure maximum utilization of such services.

- Title V of the Social Security Act, section 505 (2) (E) allows for the participation with other state programs involved with the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program carried out under Title XIX to ensure that there is no duplication of effort; in the arrangement and carrying out of coordination agreements described in Section 1902 (a) (11), relating to coordination of care and services available under this Title and Title XIX; in coordinating activities within the State with programs carried out under this Title and related federal grant programs such a WIC, related educational programs, and other health and developmental disability programs.

- Public Law 101-147, Section 17 authorizes a supplemental food program for Women, Infants, and Children. The January 1990 Consolidation of the Child Nutrition Act requires the WIC Program to coordinate with other state programs such as well-child care, maternal and child health care, and medicaid.

- Public Law 101-508 authorizes the implementation of a child care and development block grant. The purpose of this block grant is to increase the availability, affordability, and quality of child care. The plan from Colorado includes the funding for purchase of child care for low-income families, state and local licensing improvement, resource and referral, provider training, early childhood development and school-age programs and provider start-up loan funds.

34 CFR 303.523 requires the lead agency to enter into interagency agreements with other State departments involved in the State's early intervention program.

Therefore, this Agreement is to enable the State departments to cooperate and coordinate as authorized by these Federal statutes and regulations.

III. INTENDED OUTCOMES

The Colorado Departments of Health, Institutions, Social Services and Education serve infants, and toddlers with developmental delays or at-risk for developmental delays. These Departments have committed fiscal and personnel resources to provide a statewide early intervention service delivery system.

It is understood by the parties to this Agreement that these efforts should be sustained and, where possible, enhanced by increased coordination to achieve the goal of statewide accessibility of early intervention services and supports for all eligible infants and toddlers and their families.

Intended outcomes of this Memorandum of Understanding are enhanced and expanded early intervention services and supports through increased coordination and through continued participation in the Federal Part H program.

It is agreed that potential benefits from cooperation among the State departments include the following:

A. Maximum utilization of funds and resources.

B. Increased coordination between Departments in order to minimize unnecessary duplication of effort.

C. Increased collaboration with respect to shared expertise and planning based on the priorities, resources and concerns identified by the families of infants and toddlers with developmental delays or at-risk for developmental delays.

D. Increased ease of access for families seeking services and supports from multiple systems.

E. Increased satisfaction of families with respect to early intervention services and supports.

IV. MUTUAL OBJECTIVES

It is agreed by the parties to this Memorandum of Understanding that each will support the attainment of the following mutual objectives at the State and local level through contracts, grants, policies and procedures or regulations.

- To provide coordinated, interagency evaluations to determine eligibility for Part H of infants and toddlers at no cost to the families.

- To provide service coordination which means the activities carried out by a service coordinator to assist and enable an infant or toddler eligible under this part and the child's family to receive the rights, procedural

safeguards, and services and supports that are authorized to be provided under the State's early intervention system of services and supports at no cost to the families.

- To provide eligible infants and toddlers with an Individualized Family Service Plan developed in cooperation with the family and at no cost to the family.

- To provide eligible infants and toddlers with appropriate and necessary services and supports as identified on the Individualized Family Service Plan utilizing available public and private funding sources, including sliding fee scales.

- To recognize and support family members to be active participants in the development and implementation of their child's Individualized Family Service Plan.

- To support family members to be active participants at all levels of the development and implementation of the statewide, comprehensive, interagency service and support delivery system.

- To share information about eligible infants and toddlers to the extent necessary and consistent with the confidentiality requirements of this part in order to get accurate and unduplicated counts for the U.S. Office of Special Education Programs for the Federal reporting requirements.

- To provide coordinated training and technical assistance as appropriate for parents and service providers across Departments.

- To provide information, names of resources, and referral about services and supports to a statewide central directory in order to provide an information and referral service for families and service providers.

- To provide technical assistance in the establishment and maintenance of local interagency coordinating councils concerned with early intervention services and supports.

V. VALUES BASE FOR THE SERVICE AND SUPPORT DELIVERY SYSTEM

The basic values that should drive services and supports for eligible infants and toddlers and their families are:

- View children and families from a capacity model rather than a deficit model;
- Concentrate on the identified needs of the child within the context of the family;
- Empower parents as active and equal partners in the decision making processes;
- Provide choices and options of services and supports to children and families that are in natural environments, including the home and community settings in which children without disabilities participate; and
- Utilize existing resources in creative and flexible ways that are responsive to individual community differences.

VI. OPERATING PRINCIPLES FOR THE SERVICE AND SUPPORT DELIVERY SYSTEM

The following principles encompass the components delineated in Part H of IDEA for the implementation of the coordinated, statewide, comprehensive, interagency early intervention system of services and supports.

A. Family Involvement

Families hold the primary responsibility for nurturing the development of their children. The best interests of children are served when parents and professionals work in partnership. Therefore, services and supports should be responsive to resources, priorities and concerns of families and accommodate families rather than families accommodating the services. Families shall be actively involved in and informed of all aspects of the Part H service and support delivery system.

B. Child Identification Process

The child identification process is a proactive, well-publicized, on-going, and easily accessible process that is sensitive to the integrity of the family. The child identification process is a collaborative, community directed, interagency effort to locate, evaluate, and identify infants and toddlers with special needs and to assist families in accessing community resources and early intervention services and supports.

The child identification effort will be coordinated with other major efforts conducted by departments to locate and identify children.

C. Interagency Cooperation and Coordination

The varied and unique needs of families with infants and toddlers with developmental delays or at-risk for delays have created a need for the development and implementation of a system of multiple service and support approaches.

In enacting Part H, Congress made clear that the success of the program is dependent upon interagency coordination, both in providing and paying for appropriate early intervention services and supports. It was recognized that no one agency would ever be able to deliver the full array of services and supports that may be described in the Individualized Family Service Plan. Each agency offers its own unique set of skills, experiences and expertise. The scope of the Part H delivery system requires that eligible infants and toddlers and their families have easy access to the services and supports offered by all agencies. Therefore, interagency coordination is essential at the State and local level.

D. Natural Environments for Services and Supports in the Local Community

Families and their children should have access to natural environments for services and supports in their community. This principle of community-based services and supports will be sought by all agencies. To the greatest extent

possible, the family will have a choice for their eligible infant or toddler to receive services and supports in settings with other children of his or her age and in which children without disabilities participate.

E. Non-supplanting of Funds

According to 34 CFR 303.124, Part H funds are to to be used to supplement and increase the level of State and local funds expended, and in no case to supplant State and local funds. Sec. 681(b) , Part H specifies that a state cannot reduce medical or other assistance available or alter eligibility under Title V of the Social Security Act or Title XIX within the State. Accordingly, the parties to this agreement assure continued provision of available resources to deliver early intervention services and supports to infants and toddlers with developmental delays and their families insofar as they have control over these resources.

VII. FINANCIAL RESPONSIBILITY

Evaluation and service coordination will be provided to eligible infants and toddlers without imposing fees on the families. Also fees will not be charged for staff time related to the development of the Individualized Family Service Plan (IFSP). Fees may be charged for other services and supports in accordance with State statutes and agency regulations.

The parties to this agreement recognize that many of the following programs are operated under a diverse set of State and federal regulations. The Departments involved in this Memorandum of Understanding assure that funds available under Part H, will be used to supplement and increase the level of services and supports and shall in no case be used to supplant state and local funds, insofar as Departments have control of such funds.

Colorado Department of Social Services will finance and provide:

- the physical screening examination portion of evaluations for Medicaid eligible children birth through two under the EPSDT Program. The screening examination portion of the evaluation includes physical health, vision, hearing, dental, gross motor, fine motor and nutrition;

- specific procedures for providers of EPSDT screening services to identify health problems that may require intervention and convey the evaluation outcomes and recommendations for incorporation into the Individualized Family Service Plan;

- services for which federal financial participation is available whether or not such services are included in the Colorado State Medicaid Plan, that are identified as medically necessary services as a result of an EPSDT screening. These medically necessary services (as a result of an EPSDT screening) will then be included as a part of the Individualized Family Service Plan for EPSDT participants;

- collaboration in the development of quality models that serve children with development delays in early childhood development programs and in the provision of training for child care providers and workers to ensure

children with developmental delays have access to natural environments such as child care centers where children without disabilities participate; and

- adherence to federal guidelines regarding use of Child Care Block Grant monies for special needs populations in order to implement a coordinated, comprehensive system of services and support for families with infants and toddlers with developmental delays.

Colorado Department of Institutions/Division for Developmental Disabilities will finance and assure that designated service agencies:

- provide service and support coordination, early intervention services and family support services to children eligible pursuant to CRS 27-10.5;

- coordinate with the local interagency effort regarding outreach, identification, screening, and multidisciplinary assessment, and eligibility determination for families served by the community centered boards who request such services;

- use available funds, public and private, as appropriate to develop and achieve the provision of services and supports for eligible infants and toddlers as described in the Individualized Family Service Plan; and

- collaborate in the development of an early intervention system of services and supports that will provide choices and options for families with infants and toddlers who have developmental delays or at-risk for developmental delays for the identified services and supports to be delivered in natural environments, to the extent possible, where children without disabilities participate.

Colorado Department of Health will finance and provide:

- consultation, assessment, specialty medical care, and service coordination services to children with special health care needs through the Colorado Handicapped Children's Program/Children with Special Health Care Needs;

- age appropriate preventive health services through local health agencies to assist in the reduction of risks for childhood injury and disease;

- comprehensive, age-appropriate preventive and acute care services for eligible infants and toddlers;

- service coordination activities to infants and toddlers eligible for their services and will participate in the development of an Individualized Family Service Plan for these children;

- the use of available funds, public and private, as appropriate to develop and achieve the provision of services and supports for eligible infants and toddlers as described in the Individualized Family Service Plan;

- interagency developmental-evaluation clinic services to children and their families and participate in coordinated child identification processes, when appropriate; and

- health assessments, nutritional counseling and provision of a specific foods to maximize the optimal nutrition status for pregnant and breast feeding women, infants and children to age three through the provision of the Women, Infants and Children Program.

The Colorado Department of Education will finance and provide:

- the coordination of the activities of the Part H system of services and supports which include the development and implementation of policies and procedures for the early intervention delivery system;

- the development of state and local interagency coordinating councils in order to assure the implementation of a coordinated, comprehensive, interagency early intervention system of services supports;

- a central directory of information and referral resources to ensure access to information for families with infants and toddlers with developmental delays;

- a coordinated public awareness initiative with other Departments throughout the State that increases the general public's awareness of the effectiveness, need and availability of early intervention services and supports;

- ensure that each local education agency will assume responsibility for an interagency child identification process to identify, locate, and evaluate infants and toddlers to determine eligibility for Part H services and supports;

- ensure that service coordination activities will be provided to infants and toddlers eligible for services and supports and their families and that the development of an Individualized Family Service Plan will be accomplished;

- the use of available funds, public and private, as appropriate to develop and achieve the provision of services and supports for eligible infants and toddlers as described in the Individualized Family Service Plan;

- technical assistance and training, upon request, to state and local community agencies and organizations to ensure the implementation of Part H within Colorado;

- the development of procedures to compile data required for reporting to the Federal Office of Special Education Programs; and

- the administrations of funds received under Part H for the administration and implementation of the early intervention service and support delivery system in Colorado.

VIII. PROCEDURES FOR RESOLUTION OF SYSTEMIC DISPUTES

Departments recognize the complexity of interagency coordination of a program as comprehensive as Part H of IDEA. The Departments will strive to keep communication open and frequent at both informal and formal levels.

The Colorado Interagency Coordinating Council and the lead agency will function as avenues for open communication among all the agencies providing early intervention services and supports to eligible infants and toddlers and their families.

Procedures for timely resolution of such disputes which are binding upon all the departments signing this Memorandum of Understanding include the following:

- The involved agencies will utilize their internal administrative dispute procedures.
- Discussions will be held at the local level among all the involved Departments and the Part H lead agency, as necessary.
- If resolution is not achieved at the local level, the agencies involved will forward all relevant information to representatives from the Colorado Interagency Coordinating Council and the lead agency. After reviewing all aspects of the issue, the representatives shall make a recommendation for resolution of the dispute. If the resolution cannot be reached by designees of the respective agencies, it will be forwarded to the Governor for resolution.
- During the pendency of a dispute the lead agency shall assign financial responsibility to the appropriate State agency based upon statutory obligation or pay for the services and supports, in accordance with "payor of last resort" provisions in 34 CFR 303.527 and assure that services not in dispute begin and/or continue for the child and family during the period that it takes for the dispute to be resolved.

If, in resolving the dispute it is determined that that the assignment of financial responsibility was inappropriately made, the financial responsibility will be reassigned to the appropriate agency and make arrangements for reimbursement of any expenditures incurred by the agency originally assigned responsibility.

IX. PROCEDURAL SAFEGUARDS

The lead agency is responsible for the establishment of procedural safeguards to ensure the rights and entitlements of families, as required in the Part H statutes and regulations, are met.

These procedural safeguards include:

- Right to review, correct and supplement records
- Right to prior notice of meetings and information provided in native language
- Parental consent prior to evaluations, IFSP development and provision of services and supports
- Surrogate parents identified when necessary

- Dispute resolution of individual complaints
- Administrative resolution of complaints
  - Parents rights in administrative hearings
  - Timelines and convenience of proceedings
- Right to civil litigation
- Rights of child during proceedings
- Confidentiality of records

X. CONFIDENTIALITY OF INFORMATION

All information as to personal facts and circumstances of the infants, toddlers and their families shall be treated as confidential. The recommended policies governing confidentiality of information are designed to ensure that parents may place limits on the disclosure of personal information about themselves, their child and their family.

The use or disclosure of any information concerning infants and toddlers and their families shall be limited to purposes directly connected with the administration of the agency's programs or provision of services and supports in accordance with the procedures outlined in the procedural safeguard section of the Colorado Part H plan.

XI. TRANSITION

As required by Part H, the Individualized Family Service Plan must address the issue of transition from the early intervention service and support delivery system to preschool programs. It is anticipated that there will be children who receive services and supports under Part H who will not be eligible for special education preschool services. Whether or not a child is eligible for continuing services under special education, the transition should be anticipated and planned for in the Individualized Family Service Plan based on the guidelines described in the Colorado Part H plan.

The agencies shall plan together in order to avoid duplication of evaluations and to facilitate transition from Part H to Part B special education preschool programs or other appropriate services and supports to meet the requirements of the Individualized Family Service Plan.

XII. SUPERVISION AND MONITORING

The Colorado Department of Education as the lead agency is responsible for ensuring that programs and activities receiving assistance under Part H are administered, supervised, and monitored in accordance with Part H.

Since all Departments have compliance and monitoring systems already in place, Part H compliance issues will be addressed whenever possible through already operative systems. The Colorado Interagency Coordinating Council has developed and implemented a Community Infant Services Review process. This

is an interagency peer review process that provides information to local communities concerning their infant and toddler system of services and supports.

The Colorado Department of Education as the lead agency will provide technical assistance as requested to agencies, providers and organizations involved in delivering early intervention services and supports.

XIII. REVIEW OF THE AGREEMENT

This interagency agreement shall be reviewed and updated at any time by mutual agreement of the participating State departments. The review shall be for the purpose of developing new agreements, modifications, clarifications, or provisions deemed necessary. Revisions of an individual program addendum may be made without affecting the terms of the general agreement. This Memorandum of Understanding will become effective after signatures are affixed by the Executive Directors or Commissioner of the State departments. Furthermore, this Memorandum of Understanding shall remain binding on all successors of the signatories to this agreement and the Departments they represent. Termination of this Memorandum of Understanding must be approved by the Governor.

Signatures:

William Randall — 1-14-92
Colorado Department of Education — Date

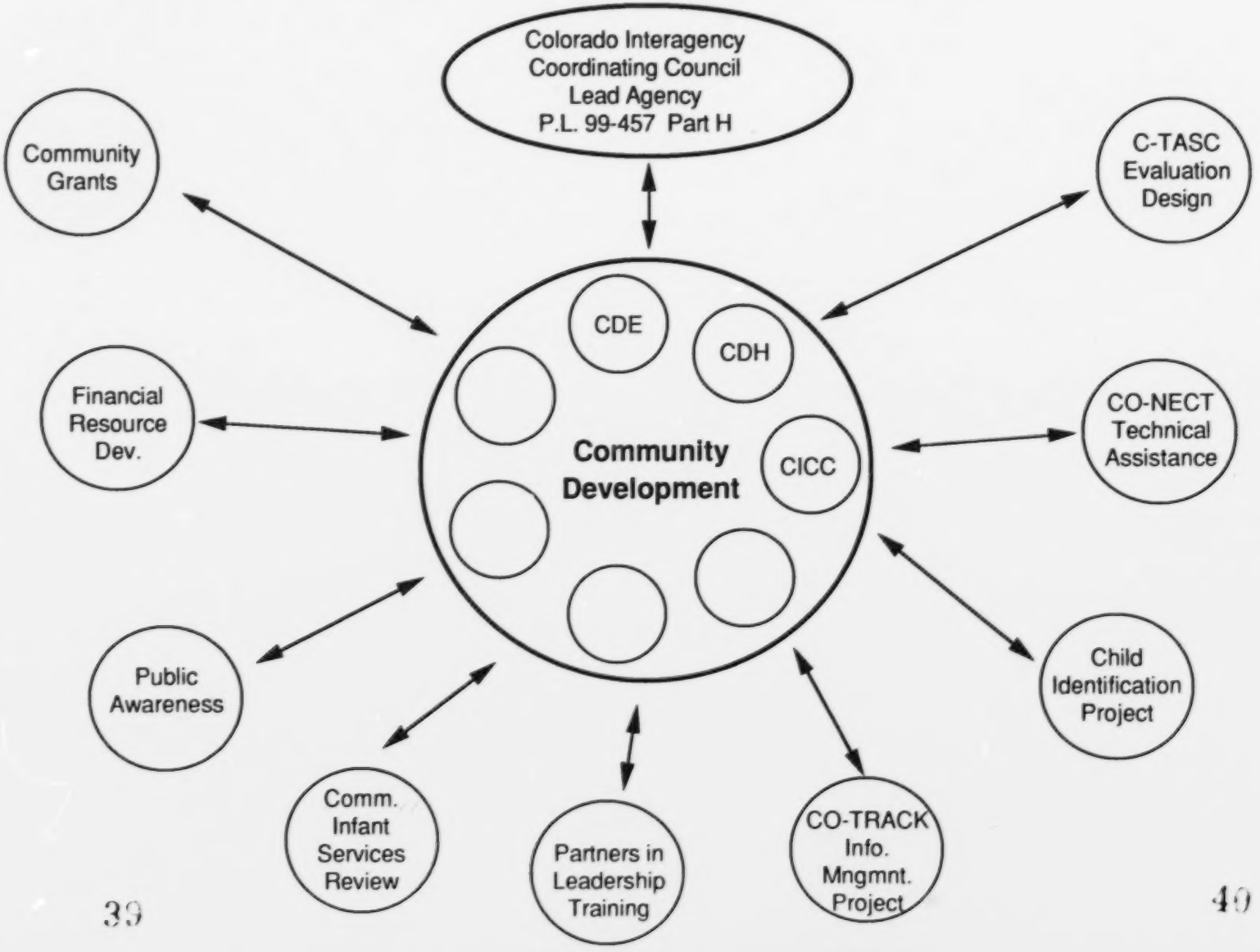
Patricia A. Nolan MD, MPH — 3/11/92
Colorado Department of Health — Date

Barbara McDonnell — 2-7-92
Colorado Department of Institutions — Date

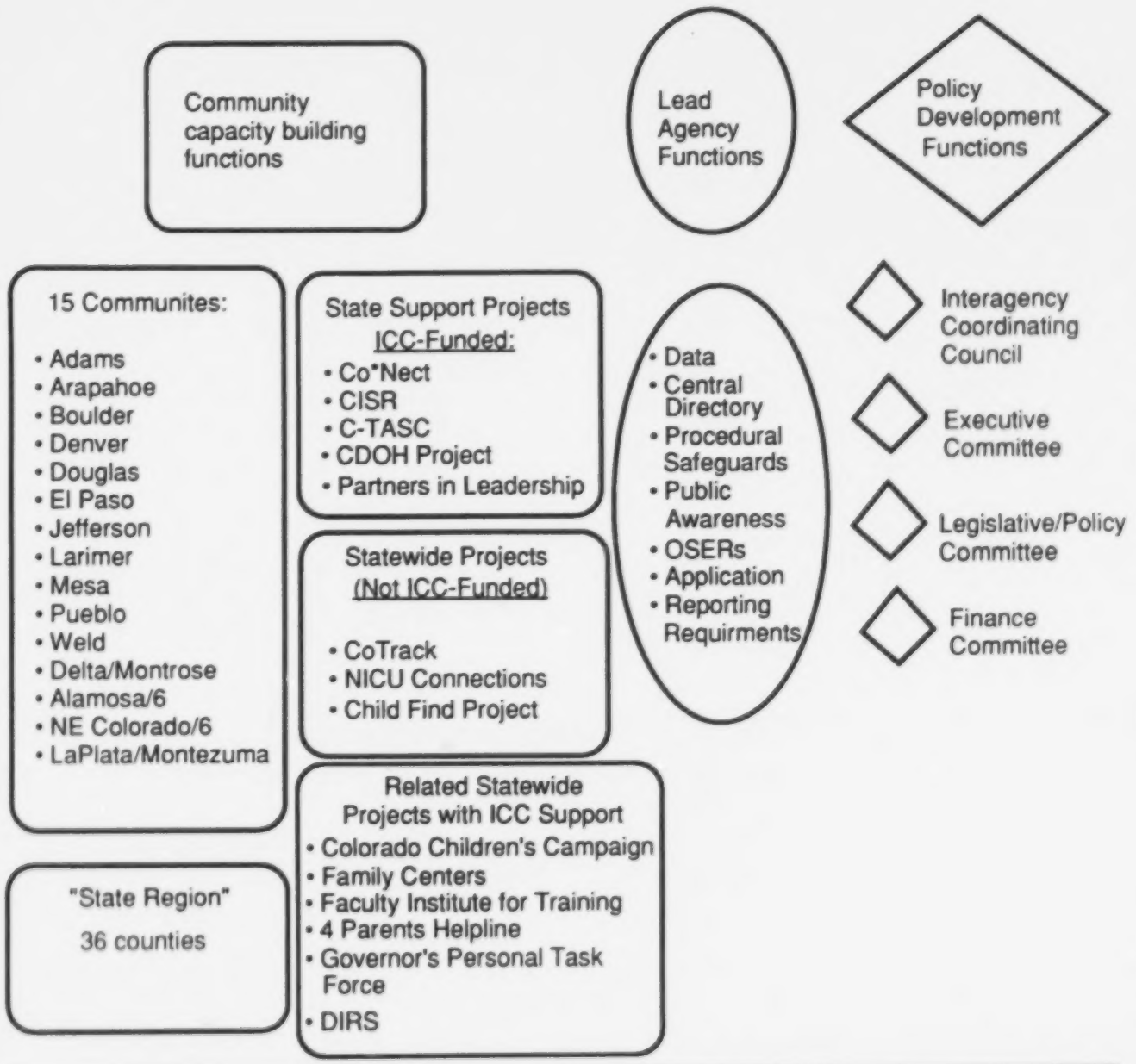
Colorado Department of Social Services — Date

APPENDIX D

Infant/Toddler and Family Services
STATEWIDE SUPPORT SYSTEM

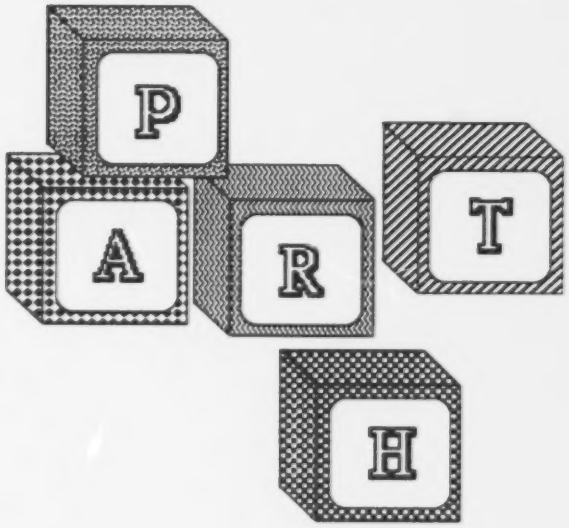


STATE OF COLORADO
Part H: Functions, Structure, etc.



APPENDIX E

PART H
of the
INDIVIDUALS with DISABILITIES EDUCATION ACT
(IDEA)



COMMUNITY APPLICATION PACKET
1992-93

Colorado Interagency Coordinating Council
c/o Colorado Department of Education
201 East Colfax Avenue
Denver, Colorado 80203

PART H of IDEA
Infants and Toddlers and Their Families
FY1992-93
COMMUNITY DEVELOPMENT APPLICATION

I. Introduction

The Colorado Interagency Coordinating Council (CICC) and the lead agency, The Colorado Department of Education, have submitted a Year V Part H application on behalf of the State of Colorado to the United States Office of Special Education Programs (OSEP) for continued participation in Part H of the Individuals with Disabilities Education Act (IDEA). To gain approval and to receive Federal funds, the CICC and the lead agency must assure OSEP that Colorado has in place a statewide, comprehensive, coordinated, interagency early intervention initiative for infants and toddlers with developmental delays and their families.

To enable Colorado to meet the requirements of Year V The Colorado Interagency Coordinating Council has adopted a policy of community capacity building. In essence, the policy relies on communities taking responsibility for pulling together local leadership, resources, and commitment to enable Colorado to assist families with infants and toddlers with developmental delays in meeting their needs. The purpose of this application is to clarify with communities their responsibilities for Part H and the plan of operation to accomplish the responsibilities.

Part H funds may be used to supplement and increase the level of State and local funds expended for infants and toddlers with developmental delays and their families, but in no case can Part H supplant State and local funds.

The allocation of funds to communities is based upon the percentage of births in the county as compared to the statewide total. To assist community capacity building so that Part H services and supports can be implemented efficiently, the CICC and the lead agency have set a minimum guideline of 1% of state births. (The 1% refers to counties, or group of counties, that have at least 1% of births in Colorado.)

The following are key principles of the community capacity building strategy:

- funds are allocated on a formula basis to the community
- applications are not competitive; but will be individually negotiated
- communities will not be evaluated against other communities
- projects will be negotiated with communities based upon an understanding of the different development in each community
- funds will assist communities in capacity building

II. Application Procedures

Community teams from Colorado's largest 15 communities will attend an Application Planning Meeting on April 22, 1992. The application process will be explained to the community teams and technical assistance will be provided. The original application plus five copies are due on June 1, 1992. (The Infant/Toddler initiative is intended to statewide and the CICC will ensure that every community in Colorado will be covered. This first meeting of the 15 communities is just a first step.)

Please submit applications to:

Colorado Interagency Coordinating Council
c/o Colorado Department of Education
201 East Colfax Avenue
Denver, Colorado 80203
ATTN: Dianne Garner

III. Application Requirements

Applications may be submitted by any public or private entity which represents the interagency collaborative effort of the community. Only one application per county or group of counties will be accepted. The application must be a collaborative effort which must include representation from:

- Parents of children receiving services or supports or who have had previous experience with service and supports
- Public Health/Community Health Clinics
- Education
- Social Services
- Private Medical Community
- Child Care Community
- Community Centered Board
- Mental Health
- Head Start (if available)

By design Part H encourages change and innovation as part of the on-going development process to implement a services and supports delivery system for infants and toddlers and their families. Also, Part H encourages the collaboration with other statewide initiatives currently being developed and implemented within the State. These include the Child Care Block Grant and Family Center Planning Grants.

Applications must reflect a system based upon the following values:

- **interagency collaboration**
- **utilization of natural supports and environments**
- **increasing the array of service and support options for families with infants and toddlers**
- **families strongly involved in policy development, planning, implementation and evaluation**

- involvement of traditionally underrepresented groups and/or areas of the community
- utilization of existing federal, state and local resources

Each proposal should contain the following information:

- Application Packet - Completed with signatures
- Letters of commitment from interagency council members
- Appendices of additional information

COLORADO INTERAGENCY COORDINATING COUNCIL
AND THE COLORADO DEPARTMENT OF EDUCATION
Lead Agency for Part H

APPLICATION FOR PART H OF THE INDIVIDUAL WITH DISABILITIES EDUCATION ACT (IDEA)

Colorado Infants and Toddlers and their Families Initiative

Fiscal Year 1992-93

I. Name of Community Interagency Council _____

Number and Street Address _____

City_____ Zip Code_____Telephone_____

List representative(s) authorized to negotiate this application with the lead agency

Name Title Telephone

_____

_____

_____

I certify that the information provided in this application is, to the best of my knowledge, complete and accurate.

Signature_____ Date_____

Typed Name_____

II. Name of Fiscal Agency_____

Mailing Address_____

Name of Fiscal Agency Representative_____ Title_____

Signature_____

Total Budget _____

Part H Funds Requested $_____

Other Funds $_____

Total Amount $_____

CDE - DARU FORM CLEARANCE REQUIRED TO OBTAIN BENEFIT
FORM NO CDE-498
UNIT SPECIAL EDUCATION
APPROVAL THROUGH AUGUST 1993

APPROVAL OF AUTHORIZED LEAD AGENCY REPRESENTATIVE

Signature _____ Date _____

Reviewers

APPLICATION FORMAT

_____

Name of Community Interagency Council
Amount of Part H Funds Available: $_____
Grant Period: July 1, 1992-June 30, 1993

The local community interagency council must address the following components in their application. The Colorado Interagency Coordinating Council and the lead agency will provide technical assistance to the communities throughout the application process. The process should help the communities to identify the current status of Part H implementation in the community and to define outcomes that will enhance and improve the Part H system of services and supports for infants and toddlers and their families.

1. **Community Description**

   In this section synthesize the available information and demographic data to describe the current status of services and supports for infants, toddlers, and their families. Please include a description of how the community capacity building will impact the entire catchment area.

   Five key dimensions have been identified which influence all interagency efforts. The examination of these dimensions will assist your community in determining its strengths and needs and where efforts should be placed to increase your community's capacity for providing services and supports for infants and toddlers and their families. The five dimensions are:

CLIMATE: THE ENVIRONMENT FOR CHANGE
The social and political climate in a community is the first factor likely to influence an interagency initiative.

PROCESS: THE HEART OF PARTNERSHIP
The second critical variable in creating and sustaining interagency efforts is the communication and problem-solving process participants use to establish goals and objectives, agree on roles, and make decisions and resolve conflicts.

PEOPLE: THE HUMAN DIMENSION
The third factor affecting the growth and development of joint efforts is the people who lead, participate and eventually implement the activities of the interagency initiative. Their vision, commitment, and competence are central to a successful partnership.

POLICIES: OVERCOMING TECHNICAL DIFFICULTIES
A fourth variable affecting interagency partnerships is the set of governing policies which each agency brings to the table.

RESOURCES: MAKING CHANGE PERMANENT
The fifth factor influencing the interagency collaborative initiative is the availability and utilization of resources. The identification and the nature of the assets must be identified. These assets include financial resources and the number and quality of personnel.

A resource packet has been provided to assist communities in this process. The packet includes guided questions about each of the five dimensions as well as a publication in interagency collaboration.

2. <u>Collaboration</u>

In this section identify the members of the interagency council. Address how the interagency council will be structured. Include a list of members, names, addresses and phone numbers and information to ensure: (1) full representation of key decision makers, (2) the procedures for decision-making; and (3) the roles and responsibilities of the council member.

The membership must have the following representation on the interagency council:

- Parents of children receiving services or supports or who have had previous experience with service and supports
- Public Health/Community Health Clinics
- Education
- Social Services
- Private Medical Community
- Child Care Community
- Community Centered Board
- Mental Health
- Head Start (if available)

Other representation could include:

- Elected Officials/County Commissioners
- Business Community
- Service Clubs
- Parent Organizations
- Religious Groups

3. <u>Plan of Operation</u>

As a result of Part H funding, what measurable outcomes will the interagency coordinating council identify and implement to ensure a coordinated, comprehensive, interagency system of services and supports for infants, toddlers and their families is in place. A worksheet has been developed to use in this application process.

The following components are required and the outcomes should be related to these requirements.

- Public Awareness Plan to inform specific targeted audiences as well as the general public
- Child Identification Process for evaluations and assessments of children to determine eligibility
- Service Coordination: identify options for services and supports coordination. Include a description of the family-to-family outreach and the linkages with the formal system.
- Individualized Family Service Plans and Process
- Procedural Safeguards Plan

4. <u>Accountability/Evaluation</u>
In this section describe the evaluation design to be used to determine if the outcomes were accomplished. This should include methods of evaluation that address family satisfaction, community and interagency collaboration, accessibility and utilization of resources, and the development of a system that provides choices and options to families and providers. **(Technical assistance will be provided by the lead agency through the statewide support systems.)**

5. <u>Budget and Expenditure Information</u>
In this section information must be provided to describe the various functions needed to ensure the comprehensive, coordinated and interagency system of services and supports is in place, the persons/agencies responsible for the functions and the cost.

Information should be provided to describe the funding sources utilized in your community for the early intervention services and supports delivery system. (See enclosed form.)

6. <u>Assurances</u> (form included)

7. <u>Letters of Commitment</u>

3. Plan of Operation

Outcomes	Activities	Person Responsible	Cost	Evaluation

PART H OF IDEA

BUDGET PERIOD
JULY 1, 1992 - JUNE 30, 1993

Provide an itemized budget. Refer to your Plan of Operation to ensure that all outcomes and activities with cost implications are included in the budget. The budget should include information about:

1. Utilization of Part H Funds for community capacity building to increase or enhance the services and supports system for infants and toddlers and their families.

2. Funds from other sources for community capacity building to increase or enhance the services and supports system for infants and toddlers and their families.

3. Inkind contributions

4. Indirect costs

In narrative to be included with the budget please address: How can these funding sources facilitate links with natural supports and volunteer opportunities within your community to maximize the utilization of resources?

PART H OF IDEA
BUDGET
JULY 1, 1992 - JUNE 30, 1993

Community Interagency Council _____

Provide an itemized budget request. Refer to your project activities to assure all areas of cost are included. (You may use your own budget form or a computerized budget sheet, if desired, as long as all of the following information is included.)

Item	Requested Part H Funds	Cash Amount From Other Sources (Specify)	Total Project Cost	In-Kind Contribution (Specify)
1. Personnel Salaries (Specify)				
2. Fringe Benefits (Specify)				
3. Travel State Meetings (budget for 2 in Denver)				
4. Equipment (Specify) Must have Lead Agency approval prior to puchase				
5. Supplies (Specify)				
6. Contractual (Specify)				
7. Family Involvement Fund (for day care, mileage, etc.)				
8. Other (Specify)				
9. In-direct Cost				
TOTAL				

Signature of Interagency Representative _____ Date _____

Signature of Fiscal Agent Representative _____ Date _____

LOCAL

INTERAGENCY ASSURANCES

_____, a local interagency group, in accepting a grant from the Part H State Lead Agency to develop a community's capacity to meet the requirements of Part H of the Individuals with Disabilities Education Act (IDEA), agrees to the following statement of assurances:

- Grant funds will be used by the community to build community capacity for families with eligible infants and toddlers. (303.143)

- The group will identify and coordinate all available resources for early intervention services and supports within the community to enable families to meet their needs. (303.522)

- Federal funds made available under Part H will be used to supplement and increase the level of State and local funds expended for infants and toddlers with developmental delays and their families and in no case to supplant such State and local funds. (303.124)

- The title to equipment acquired with Part H funds will remain with a public agency for the uses and purposes provided by Part H. All equipment purchases will require prior authorization. (303.122)

- Fiscal control and fund accounting procedures will be adopted, as may be necessary, to assure proper disbursement of, and accounting for, Federal funds paid under Part H. (303.125)

- Implementation of child find, evaluation and assessment for the purpose of accessing the Part H system; service coordination; development and review of the individual family services plan; and implementation of procedural safeguards will be available at no cost to families. (303.521)

- If funds are used to provide services and supports to families, the group must demonstrate that the use of Part H funds is as "payor of last resort." The group must demonstrate that no other funding source is available. All plans to use funds for direct services must be approved by the State Lead Agency. (303.527)

- The local interagency group will: (a) provide reports containing information that the State Lead Agency may require; and (b) keep records and afford access to those records as the State Lead Agency may find necessary to assure the correctness and verification of reports and proper disbursement of funds provided under Part H. (303.121)

- The values adopted by the Colorado Interagency Coordinating Council, along with compatible values adopted at the local level, will guide the project.

- Affirmative action policies adopted by the Colorado Department of Education apply.

- The community is working towards integrating services and supports in a comprehensive, coordinated, family-responsive system. (303.152)

_____ _____

Chairperson, Interagency Group Date

_____ _____

Authorized Representative, Fiscal Agent Date

Colorado Department of Education
Nondiscrimination Notice

CDE does not discriminate on the basis of disability, race, color, religion, sex, national origin or age in access to, employment in, or in the provision of any of CDE's programs, benefits, or activities. The following person has been designated to handle inquiries regarding CDE's compliance with Title IX, Section 504, Title IV, Affirmative Action, and the Americans With Disabilities Act:

Director of Educational Equity Programs and Services
Colorado Department of Education
201 East Colfax Avenue
Denver, CO 80203
303/866-6676

Request For Proposals

FOR INNOVATION/DEMONSTRATION PROJECTS

PART H, INFANT/TODDLER PROGRAMS

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

Application Packet

Issued by:

The Colorado Interagency Coordinating Council
and the Colorado Department of Education

November, 1992

REQUEST FOR PROPOSALS
FOR INNOVATION/DEMONSTRATION PROJECTS FOR
PART H, INFANT/TODDLER PROGRAM
INDIVIDUALS WITH DISABILITIES EDUCATION ACT

To: Interested Parties

Date: November 2, 1992

Re: Enclosed application packet for innovation/demonstration project funds

PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

The Colorado Interagency Coordinating Council and the Colorado Department of Education, as the lead agency, have the responsibility, under Part H of the Individuals with Disabilities Education Act (IDEA) from the office of Special Education Programs, U.S. Department of Education, to develop a comprehensive, state-wide system of services and supports for infants and toddlers with disabilities and their families. Part H funds may be used to supplement and increase the level of State and local funds expended for infants and toddlers and their families, but in no case can Part H supplant existing resources.

Funds available under this Innovation/Demonstration Grant Program are to support creative and innovative demonstration and/or research projects. A primary purpose is to generate projects which can be assessed for what new knowledge, new practices, or new technologies they can contribute to improving identification of or services for infants and toddlers and their families in Colorado. Projects must have a clear and objective evaluation component.

Distribution of Funds

Total amount this competition	Number of grants to be awarded	Range of grant amounts	Award Date	Project Duration	Application Due Date
$200,000	10-15	$15,000 - $25,000	2/1/93	Any time 2/1/93 to 6/30/94	12/14/92

Participation in this grant initiative will involve collection of data by the lead agency for the purpose of overall evaluation of the initiative. Project reports will be compiled into a document to be published at the end of the funding period. The Interagency

Coordinating Council is very interested in what can be learned from these projects, from both successes and challenges experienced.

The Colorado Interagency Coordinating Council has developed and supports the following values in all its activities:

- Children and families are valued for their unique capacities, experiences, and potential;
- Families have the right and responsibility to make decisions on behalf of their children and themselves;
- Communities are enhanced by recognizing and honoring the diversity among all people.
- Families make the best choices when they have comprehensive information about the full range of formal and natural resources in their communities.
- Creative, flexible, and collaborative approaches to services allow for individual child, family, and community differences.

It is expected that successfully funded projects shall demonstrate congruence with the above values.

Grant Priority Areas:

Projects which have state-wide significance will be given priority. Projects that demonstrate linkages with local community Part H initiatives or which address the needs of typically underrepresented populations (e.g., economically disadvantaged, ethnic or cultural minorities, sparsely populated communities) will also be given priority. Any innovative concept relevant to the Part H population will be considered. Respondents may address one or more of the areas suggested below, but are encouraged not to be limited to only the following if the respondent has other creative and relevant ideas for a project.

1. Redeployment of existing financial resources so that families have more direct control over funds;
2. Enhancing the skills of interventionists through projects involving professional organizations ;
3. Connecting families of infants as they leave Neonatal Intensive Care Units with community supports;
4. Assisting families to access child care and respite care;
5. Improving access to appropriate medical care;
6. Meeting the needs of traditionally underrepresented populations, including Native American families;

7. Utilizing existing community resources to support children in natural community settings;
8. Appropriate utilization of assistive technology;
9. Engaging fathers more actively in the Part H initiative;
10. Strategies for involving the mental health and/or substance abuse systems in Part H;
11. Training of surrogate parents.

On the following pages are forms and information detailing procedures for applying. Applicants should prepare their applications with the application face sheet first, the "Abstract" next, followed by the grant narrative, a one page budget, and budget narrative detailed enough to explain the rationale and computation of budget line items. Applications must be typed, double-spaced, no longer than 10 pages, in a readable font size, and include only a minimal number of essential attachments or letters of support. Only projects and applicants within Colorado will be considered.

Questions may be directed to April Block (for technical or content information) or Denise Chelius (for additional application materials or other information) at 303/866-6710. **Completed grant applications must be received at the address below by 5:00 p.m., December 14, 1992.**

Colorado Department of Education
Early Childhood Section, Room 300
201 East Colfax Ave.
Denver, CO 80203

Attention: Denise A. Chelius

PART H, INFANT/TODDLER
INNOVATION GRANT APPLICATION FORMAT

Applicants are advised to organize the narrative of their grant proposal with consideration for review criteria weighting, using the following format:

I. SUMMARY OF PROPOSED PROJECT. Briefly describe in one or two paragraphs the following: title of the project; the purpose of the project (what will this project specifically accomplish?); concisely stated objectives and explanation as to why they are important, significant, achievable; how the achievement of the objectives will be measured; what the State of Colorado will learn from this project, and the beginning and ending dates of the proposed project.

(10 points)

II. DESCRIPTION OF NEED. Briefly describe the specific problem or need that the project will meet or remedy. Establish the relationship of the project to broader significant problems, and explain why the particular focus for the project has been chosen. (Citations can be kept to a minimum, but include necessary demographic or statistical data).

(5 points)

III. PROJECT METHODS: TECHNICAL APPROACH. Restate objectives, justifying their relationship to the need and congruence with ICC beliefs. Describe procedures and activities that address the accomplishment of each objective.

The application needs to address ICC value statements and specifically incorporate the following:

- Involvement of family members in planning, implementation and evaluation at all phases of the project
- Utilization of natural community settings and supports

(35 points)

IV. RESOURCE UTILIZATION: Include staffing plans, roles and responsibilities of staff, location of project activities, creative and cost-effective uses of existing resources, and a workable timetable illustrating sequential accomplishment of objectives and activities. A summary report of outcomes attained by the end of the project should be noted in the timetable. Include a brief discussion of the capability of the applicant to

access and organize resources to accomplish the proposed project. Explain the relationship of the project design with other Part H initiatives (such as the Part H Community Grants, or other community supports and linkages.)

_____
(15 points)

V. PROJECT IMPACT Explain how the project outcomes would impact systems statewide, and describe how the project might be replicated. If the project is successful, describe how it realistically might be funded in the future, after depletion of funds under this grant.

_____
(15 points)

VI. EVALUATION: Provide a brief, clear plan or model for evaluating the project's progress, including what will be done, who will do it, and how it will be reported. Justify the soundness of the evaluation method chosen, specifying how the evaluation will show achievement of the project's objectives. Specify the type of information that will be reported: quantitative, qualitative, or both. Identify the purpose of the evaluation, who will be served by its results, and how will the evaluation information be used. Explain clearly how the project will provide new information which will be helpful for Part H initiatives.

_____
(20 points)

VII. BUDGET: Provide a simple one-page budget, evidencing a realistic support of program management needs, and clear relationship to the accomplishment of the project objectives. Enough detail should be included so the reviewer can understand how various items were computed; specify any matching or in-kind funds. (A sample budget format is included in this packet.) A budget narrative to justify line items should follow the budget. While "points" are not included for this section, applicants should be aware that the budget and budget narrative is an important check on showing the practicality of the proposed project. Reviewers may note questions on whether further negotiation is needed.

PLEASE NOTE: Additional informal criteria which may influence reviewers' consideration of any given proposal include: overall strengths, evidence of innovativeness, relevance to significant needs, appropriateness of applicant to conduct the proposed project, and any particular concerns of the reviewers.

SAMPLE BUDGET WORKSHEET

Line items*	Requested Amount	In-kind/Contributions	Total
Personnel Costs:			
Salaries			
Benefits			
Consultant fees			
Other Personnel			
Non-personnel Costs:			
Travel & Transportation			
Staff travel (e.g. 5 trips @ 45 miles av. per trip, @ "x"¢ per mile)			
Family/parent travel			
Consultant travel			
Volunteer travel			
Other Family Support Costs			
Facilities Costs			
Equipment			
Utilities			
Space			
Printing & duplicating			
Postage & shipping			
Other services			
Supplies & Materials			
Office supplies			
Printed materials			
Other supplies			
Other costs			
TOTAL DIRECT COSTS			
Indirect Cost (if applies)			
TOTAL COSTS			

* Please note: Not all listed line item categories will apply for every proposed project. Use only relevant items or add any which may not be listed above but which are essential to your proposal.

Colorado Department of Education
SPECIAL EDUCATION SERVICES UNIT
TELEPHONE: 866-6694

APPLICATION FOR PART H OF IDEA, INFANT/TODDLER INNOVATION GRANT FUNDS

Project Number: _____ Date of Application: ____/__/____
Month Day Year

Project Period: ____/__/____ To: ____/__/____
Month Day Year Month Day Year

-For CDE Use Only-

Fiscal Year 19 ___

Total Allocation	**Application Amount**	**Amount Approved**	**Approved :** _____ **Not Approved :** _____ **Date:** _____
$	**$**	**$**	

Administrative Unit/Agency Identification

_____ / _____
Administrative Unit/Agency/Organization — Special Education Director or Project Administrator

_____
Street Address

_____ / _____ / _____ / _____
City State County Zip

_____
Telephone Number & Extension

Certification by the Chief Administrative Official

I certify that the information provided in this application is, to the best of my knowledge, complete and accurate.

_____ _____ ____ / ____ / ____
Signature Typed Name and Title Month Day Year

Review and Approval of Authorized SEA Official

_____ **Signature**	_____ **Typed Name and Title**	____/____/____ **Month Day Year**

Colorado Department of Education
SPECIAL EDUCATION SERVICES UNIT
Telephone: 866-6694

ABSTRACT
PART H INNOVATION PROJECT

For Fiscal Year _____

Project Title: _____

Objective	Activities	Means of Evaluation

COLORADO'S ICC, PART H, INFANT/TODDLER INNOVATION GRANT APPLICATION 11/92

REVIEWERS' IDENTIFICATION OF GRANT REVIEWED

Name of Reviewer _____ Today's Date: _____

Name of Applicant: _____ Applicant # _____

(This form is temporarily attached on top of reviewer's full scoring and comments and shall be removed prior to contents of the scoring being shared with any applicant. Reviewer identification is for internal information only.)

COLORADO'S ICC, PART H, INFANT/TODDLER
INNOVATION GRANT APPLICATION 11/92
REVIEWERS' SCORING FORM

Today's Date: _____ **Name of Applicant:** _____

Applicant # _____ **Contact Person:** _____ **Phone:** _____

INSTRUCTIONS TO GRANT REVIEWERS:

Applicants have been advised to organize the narrative of their grant proposal with consideration for review criteria weighting, using the format below. Reviewers are asked to use their most objective judgment in scoring proposals so that highest points are given to sections that most closely match the contents noted on the included full-version outline

I. SUMMARY OF PROPOSED PROJECT.

Comments:

_____
(10 points)

II. DESCRIPTION OF NEED.

Comments:

_____
(5 points)

III. PROJECT METHODS: TECHNICAL APPROACH.

Comments:

_____
(35 points)

IV. RESOURCE UTILIZATION:

Comments:

_____
(15 points)

V. PROJECT IMPACT

Comments:

_____
(15 points)

VI. EVALUATION:

Comments:

_____
(20 points)

NOTE TO REVIEWER: While the next section is not part of the formal "scoring", please express your opinions about the overall proposal below.

VII. BUDGET

Comments:

OVERALL REVIEWER OPINIONS: (circle # closest to your opinion)

A. On the budget:

Very Poor match to technical proposal

1 2 3 4 5 6 7 8 9 10

Excellent match to technical proposal

B. Evidence of innovativeness (Circle score, in your opinion)

Not innovative Most innovative

1 2 3 4 5 6 7 8 9 10

C. Relevance to significant needs

Not relevant — Highest relevance

1 2 3 4 5 6 7 8 9 10

D. Ability of applicant to conduct the proposed project

Not able — Highly able

1 2 3 4 5 6 7 8 9 10

SUMMARY

GRAND TOTAL POINTS _____

WOULD YOU RECOMMEND THIS PROPOSAL FOR FUNDING? (CIRCLE)

YES NO

If YES, what points, if any, would you recommend for negotiation?

_____

_____

_____

ANY OTHER COMMENTS: